

<b>PHA 5-Year and Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 4/30/2011</b>
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1.0	<b>PHA Information</b> PHA Name: <u>Burleigh County Housing Authority</u> PHA Code: <u>ND021</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard. <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>01/2010</u>				
2.0	<b>Inventory (based on ACC units at time of FY beginning in 1.0 above)</b> Number of PH units: <u>282</u> Number of HCV units: <u>1059</u>				
3.0	<b>Submission Type</b> X 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
	PHA 1:				PH
	PHA 2:				HCV
	PHA 3:				
5.0	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	<b>Mission.</b> State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: Burleigh County Housing Authority's mission is to serve the population of Burleigh County/City of Bismarck by: Providing affordable housing opportunities in a safe environment with priority given to special needs populations. Forming effective partnerships to maximize social and economic opportunities The mission shall be accomplished by a fiscally responsible, creative organization committed to excellence in assisted housing programs.				
5.2	<b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. Apply for additional rental vouchers when they are available. Leverage private or other public funds to create additional housing opportunities. Acquire or build units or developments Continue efforts to improve specific management functions such as improve lease-up time Demolish or dispose of obsolete public housing Provide replacement vouchers Convert public housing to vouchers				
6.0	<b>PHA Plan Update</b> (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission; (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. Our plan is available on our website and at our Office located at 410 South 2 <sup>nd</sup> Street , Bismarck, ND.				
7.0	<b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i>				
8.0	<b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.				
8.1	<b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing.				
8.2	<b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.				

8.3	<p><b>Capital Fund Financing Program (CFFP).</b>  <input checked="" type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.  <b>We are in the process of developing a mixed finance 12-plex of one bedroom units to assist with handicap, homeless and the Developmentally Disabled population in our community. We will use the RHF funds to repay debt</b></p>
9.0	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p>
	<p>See additional information</p>
9.1	<p><b>Strategy for Addressing Housing Needs.</b> Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p>
	<p>See additional information</p>
10.0	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan. <b>12-plex Development in progress, received 18 replacement vouchers</b>  (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification" <b>Change to rent or admissions policies or organization of the waiting list. We have No significant Amendment or Mod to the Annual Plan</b></p>
11.0	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)  (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)  (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)  (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)  (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)  (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.  (g) Challenged Elements  (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)  (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

## MANAGEMENT

### **GOAL I**

Manage BCHA's Public Housing Program in an efficient and effective manner thereby qualifying as a high performer.

#### Objective 1.

BCHA shall sustain an average lease-up time of less than 30 days for Public Housing units. BCHA shall maintain 98 percent occupancy at each AMP.

#### Objective 2.

Manage BCHA in a manner that results in full compliance with applicable statutes and regulations as defined by zero program audit findings each year.

#### Objective 3.

Automate the housing inspection process for Public Housing and Housing Choice Voucher Programs by July 1, 2011.

Objective 4.

Perform 16 hours per member of staff training annually in areas not limited to safety, fair housing and technology.

Objective 5.

Implement a paperless system for paper storage reduction and quicker access to tenant data by January 1, 2011.

## **EXPANSION OF HOUSING ISSUES**

### **GOAL II**

Adapt the BCHA's housing stock and program resources to more closely meet the housing needs and markets identified in our needs assessment and the City of Bismarck's Consolidated Plan.

Objective 1.

BCHA shall build 16 new rent affordable housing units for the elderly, disabled and homeless according to the following time table. Eight of these units will be ADA accessible:

- One (1) 4-plex unit by November 2011.
- One (1) 4-plex unit by November 2012.
- One (1) 4-plex unit by November 2013.
- One (1) 2-bedroom duplex by November 2014.

Objective 1 will be met with the pursuit of \$2,250,000 in Home funds.

Objective 2.

BCHA shall build 16 one-bedroom family units according to the following schedule:

- Twelve (12) one-bedroom units by January 2011.
- Four (4) one-bedroom units by January 2013.

Objective 3.

Designate one of four (4) units in the proposed projects to address long-term homelessness.

Objective 4.

BCHA shall assist one (1) family move from renting to homeownership each year with five (5) low-income families achieving homeownership by December 31, 2014.

Objective 5.

Complete a Demolition/Disposition Application for 17 two (2)-bedroom units by January 1, 2011, with a demolition schedule coordinated with the new construction schedule set forth in Objective 1.

Objective 6.

Pursue funding for low-income tax credit units by July 1, 2014.

**GOAL III**

Promote self-sufficiency and asset development of families and individuals.

Objective 1.

BCHA shall provide the Transitional Living Facility to help up to 32 individuals for transitional housing purposes in a cooperative agreement with a community service provider agency.

Objective 2.

BCHA will work with PACE for additional senior care services.

Objective 3

BCHA will maintain a 100 percent utilization rate for special needs vouchers.

**TENANT-BASED HOUSING ISSUES**

**GOAL IV**

Manage BCHA's tenant-based program in an efficient and effective manner thereby qualifying as a high performer under Section 8 Management Assessment Program (SEMAP).

Objective 1.

BCHA shall achieve and sustain a utilization rate of 98 percent each year in its Housing Choice Voucher Program. This can be achieved by either a percent of contract amount or percent of contracted units.

Objective 2.

Tatley will be converted to project-based assistance by December 31, 2014.

**FISCAL RESPONSIBILITY ISSUES**

**GOAL-V**

Reduce dependency on federal funding.

Objective 1.

BCHA shall operate so that income exceeds expenses every year.

Objective 2.

BCHA shall maintain its operating reserve of at least 30 percent of rent revenue for each AMP between now and December 31, 2014.

Objective 3.

BCHA and CHBI will reduce its dependence on HUD by raising \$1M from multiple non-HUD sources by December 31, 2014.

Objective 4.

Freeze the utility three (3)-year rolling base by January 1, 2011.

**MAINTENANCE ISSUES**

**GOAL VI**

Improve the efficiency and effectiveness of the maintenance department.

Objective 1.

Automate the work order system by January 1, 2011.

Objective 2.

Perform a preventive maintenance inspection of all BCHA units every two (2) years and complete subsequent maintenance/equipment work orders by the end of each budget year.

Objective 3.

Increase maintenance storage space by 2500 square feet by December 31, 2014.

Objective 4.

Implement automated inspection process and procedures by July 1, 2011.

Objective 5.

Improve the efficiency of green items to reduce our utility costs by ten (10) percent.

Objective 6.

Improve security by installing cameras at Tatley by January 1, 2010.

**ACCOUNTING ISSUES**

## **GOAL VII**

Improve the efficiency and effectiveness of the Accounting Department.

### Objective 1.

Implement direct payroll deposit by January 1, 2010.

### Objective 2.

Yardi software conversion for PHAS schedule to HUD by January 1, 2010.

BCHA will abide by the nondiscrimination requirements of The Violence against Women Act and Department of Justice Reauthorization Act of 2005 (VAWA).

The Agency on Goal III Objective 1, is the Abused Adult Resource Center that are using the Transitional Living Center for a shelter.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part I: Summary			
PHA Name: Burleigh County Housing Authority	Grant Type and Number Capital Fund Program Grant No: ND06GP021501-10 Replacement Housing Factor Grant No: ND06R021501-10 Date of CFFP:	FFY of Grant: 2010 FFY of Grant Approval:	
Type of Grant	<input checked="" type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Period Ending: <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		
Line	Summary by Development Account	Total Estimated Cost <sup>1</sup>	Total Actual Cost <sup>1</sup>
		Original	Revised <sup>2</sup>
1	Total non-CFFP Funds		
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>		
3	1408 Management Improvements		
4	1410 Administration (may not exceed 10% of line 21)		
5	1411 Audit	1,200	
6	1415 Liquidated Damages		
7	1430 Fees and Costs	40,000	
8	1440 Site Acquisition		
9	1450 Site Improvement	50,000	
10	1460 Dwelling Structures	729,196	
11	1465.1 Dwelling Equipment—Nonexpendable	5,500	
12	1470 Non-dwelling Structures		
13	1475 Non-dwelling Equipment	48,000	
14	1485 Demolition		
15	1492 Moving to Work Demonstration		
16	1495.1 Relocation Costs		
17	1499 Development Activities <sup>4</sup>		

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
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Part I: Summary		FFY of Grant 2010	
PHA Name: Burleigh County Housing Authority	Grant Type and Number Capital Fund Program Grant No: ND06P021501-10 Replacement Housing Factor Grant No: ND06R021501-10 Date of CFFP:		
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending:			
Line	Summary by Development Account	<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
Line		Original	Total Actual Cost <sup>1</sup>
		Estimated Cost	Obligated
		Revised <sup>2</sup>	Expended
18a	1501 Collateralization or Debt Service paid by the PHA	77,000	
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	950,896	
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures	60,000	
Signature of Executive Director Dwight Barden		Date	Signature of Public Housing Director
		2/15/2010	
Date			
<i>Dwight Barden</i>			

<sup>1</sup> To be completed for the Performance and Evaluation Report

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFF Grants for operations.

<sup>4</sup> RHF funds shall be included here.

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<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

To be considered for the Performance and Evaluation Report.

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
Capital Fund Financing Program**

U.S. Department of Housing and Urban Development  
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<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup>To be completed for the Performance and Evaluation Report.

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
Capital Fund Financing Program**

U.S. Department of Housing and Urban Development  
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### **Part III: Implementation Schedule for Capital Fund Financing Program**

Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 91 of the U.S. Housing Act of 1937, as amended.

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
Capital Fund Financing Program**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 4/30/2011

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

## Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

### **Part II: Summary**

PHA Name/Number		Locality (City/County & State)		X Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name ND021 Burleigh County Housing Authority	Work Statement for Year 1 FFY _____ 2010	Work Statement for Year 2 FFY _____ 2011	Work Statement for Year 3 FFY _____ 2012	Work Statement for Year 4 FFY _____ 2013
B.	Physical Improvements Subtotal	262,000	353,000	175,000	779,000
C.	Management Improvements				
D.	PHA-Wide Non-dwelling Structures and Equipment	20,000	28,000	30,000	20,000
E.	Administration	1,400		1,600	1,800
F.	Other	90,000		77,000	169,000
G.	Operations				
H.	Demolition				
I.	Development				
J.	Capital Fund Financing – Debt Service	79,000		79,000	79,000
K.	Total CEP Funds	452,400		708,600	454,800
L.	Total Non-CEP Funds				986,000
M.	Grand Total				

Capital Fund Program—Five-Year Action Plan

**U.S. Department of Housing and Urban Development**  
**Office of Public and Indian Housing**  
Expires 4/30/2011

## Part I: Summary (Continuation)

Capital Fund Program—Five-Year Action Plan

**U.S. Department of Housing and Urban Development**  
**Office of Public and Indian Housing**  
**Expires 4/30/2011**

## **Part II: Supporting Pages – Physical Needs Work Statement(s)**

Capital Fund Program—Five-Year Action Plan

**U.S. Department of Housing and Urban Development**  
**Office of Public and Indian Housing**  
Expires 4/30/2011

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

Capital Fund Program—Five-Year Action Plan

**U.S. Department of Housing and Urban Development**  
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Expires 4/30/2011

### **Part III: Supporting Pages – Management Needs Work Statement(s)**